



# January 2013

Rutherford County  
1313 Old Fort Parkway  
Murfreesboro, TN 37129

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	NO WORKSHOPS	1  Career Center Closed!	2	3 NO WORKSHOPS	4	5
6	7 COMPUTER BASICS 101 10:00 a.m. to 12:00 Noon <i>Computer Skills for Beginners</i>	8 CAREER CONNECTION 9:30 a.m. JOB SEARCH 101 11:00 a.m. to 12:00 Noon	9	10 SPEED NETWORKING 10:00 a.m. to 12:00 Noon <i>Build Your Network and Increase Your Networking Skills all in a Short Amount of Time</i>	11	12
13	14 BASIC RESUME WRITING 101 10:00 a.m. to 12:00 Noon <i>Complete a Basic Resume During this Session</i>	15 CAREER CONNECTION 9:30 a.m. RESUME WRITING 11:00 a.m. to 12:00 Noon	16	17 LINKEDIN 10:00 to 12:00 Noon <i>Are you linked in?</i>	18	19
20	21  Career Center Closed!	22 CAREER CONNECTION 9:30 a.m. NETWORKING 11:00 a.m. to 12:00 Noon <i>How to Develop and Grow Your Network</i>	23	24 MOCK INTERVIEW WORKSHOP 10:00 a.m. to 12:00 Noon <i>Practice Interviews with Area Recruiters</i>	25	26
27	28 COMPUTER BASICS 101 10:00 a.m. to 12:00 Noon <i>Computer Skills for Beginners</i>	29 CAREER CONNECTION 9:30 a.m. DRESS FOR SUCCESS 11:00 a.m. to 12:00 Noon	30	31 MATURE WORKER WHAT'S AGE GOT TO DO WITH IT?? 10:00 - 12:00 Noon <i>Helpful Hints for the Mature Job Seeker</i>		

For additional information, or calendars for other locations, visit [www.ncacworkforce.org](http://www.ncacworkforce.org).



Funded in part by the Tennessee Department of Labor and Workforce Development, Nashville Career Advancement Center is an equal opportunity employer/program. Auxiliary aids and services will be provided upon request to persons with disabilities. Coni Caudle, 862-8890, TTY 1-800-848-0298.